



TOWN OF LAUDERDALE-BY-THE-SEA

AGENDA ITEM REQUEST FORM

Development Services

Department Submitting Request

Dept Head's Signature SD

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> Nov 10, 2009	Oct. 30 (5:00 p.m.)	<input type="checkbox"/> Jan 26, 2010	Jan 15 (5:00 p.m.)	<input checked="" type="checkbox"/> March 23, 2010	Mar 12 (5:00 p.m.)
<input type="checkbox"/> Dec 1, 2009	Nov 20 (5:00 p.m.)	<input type="checkbox"/> Feb 9, 2010	Jan 29 (5:00 p.m.)	<input type="checkbox"/> April 13, 2010	April 2 (5:00p.m.)
<input type="checkbox"/> Dec 8, 2009	Nov 25 (5:00 p.m.)	<input type="checkbox"/> Feb 23, 2010	Feb 12 (5:00 p.m.)	<input type="checkbox"/> April 27, 2010	April 16 (5:00p.m.)
<input type="checkbox"/> Jan 12, 2010	Dec 31 (5:00 p.m.)	<input type="checkbox"/> Mar 4, 2010	Feb 19 (5:00p.m.)	<input type="checkbox"/> May 11, 2010	April 30 (5:00p.m.)

NATURE OF AGENDA ITEM

- | | | |
|--|---|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> New Business |
| <input checked="" type="checkbox"/> Report | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Bids | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |

EXPLANATION: Development Services Monthly Report for February.

STAFF RECOMMENDATION: N/A

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |

Town Attorney review required

- ☐ Yes ☒ No

Town Manager's Initials: CB

Month of February Monthly Report

	1st Week 1st- 5th	2nd Week 6th- 12th	3rd Week 13th-19th	4th Week 20th-28th	Total
Visitors	147	137	143	128	555
Informational Calls Received	271	278	246	213	1008
Verbal Warnings	7	2	3	13	25
Notices of Violation	30	7	6	17	60
Courtesy Notices	5	2	0	6	13
Citations Issued	0	0	0	0	0
Special Master Cases	0	0	17	0	17
Complaints Investigated	11	4	1	9	25
Re-inspections conducted	36	23	21	15	95
Lien Searches	1	4	4	3	12
Courtesy Letters Issued	0	67	61	56	184
Public Records Requests	1	0	0	0	1
Vacation Rental Inspections	0	2	0	0	2
Business Tax License Inspections	1	1	4	3	9
Fire - Permit Inspections	0	0	0	13	13
Fire - Apps + Resubmittals	0	0	0	6	6
Final Zoning Inspections	6	4	1	2	13
Zoning Reviews	14	25	6	26	71
Building Permits Issued	8	10	8	8	34
Permit Applications Submitted	0	0	0	60	60

Projects and Accomplishments

Notices of Violations Issued:

Number	List	Type
1	One (1) Violation(s)	No permits - Plumbing
2	Three (3) Violation(s)	No permits - Structural
3	Two (2) Violation(s)	No permits - Fence
4	Two (2) Violation(s)	No permits - Driveway
5	Four (4) Violation(s)	No trash service
6	Four (4) Violation(s)	Trash / Debris
7	One (1) Violation(s)	No Permits - Electric
8	One (1) Violation(s)	Vehicle No Tag Violation
9	Two (2) Violation(s)	Beach Violation
10	One (1) Violation(s)	Inoperative Vehicle Violation
11	One (1) Violation(s)	Damage Town Property
12	Two (2) Violation(s)	Construction Expiration
13	One (1) Violation(s)	Beachside Addresses
14	One (1) Violation(s)	Commercial Vehicle Violation
15	Three (3) Violation(s)	No Vacation Rental Permit
16	Two (2) Violation(s)	Construction Site Maintenance
17	One (1) Violation(s)	Obstructing ROW
18	One (1) Violation(s)	Water Violation
19	One (1) Violation(s)	Newsrack Violation
20	Twenty-Three (23) Violation(s)	No Business Tax License
21	One (1) Violation(s)	Drainage Vioation
22	One (1) Violation(s)	Parking Violation
23	One (1) Violation(s)	Special Event Documents

1) Staff completed the monthly report for January.

2) Staff performs weekly maintenance checks on the Citizen Services and Business Tax programs.

- 3) Staff performs morning and afternoon routine patrols. These are conducted to monitor activities, such as: construction sites, unlicensed contractors, noise ordinance violations, beach furniture, illegal signage water restrictions and illegal signage placed on street signs, pole, and medians.
 - 4) Staff entered daily data into the Citizen Services (Code Enforcement) program.
 - 5) Staff enters daily data into the Business Tax Receipt program.
 - 6) Staff returned telephone calls and completed paperwork daily.
 - 7) Staff washed vehicles and performed maintenance checks.
 - 8) Staff routinely checks all portals, the beach, and pavilion for any violations. (I.e. boats or dogs on the beach, fishing from the beach, soliciting, littering, and alcohol on the beach.)
 - 9) Staff reviewed and provided comments for Four (4) special events applications.
 - 10) Staff inspected and issued Twelve (12) permits for approved Special Events.
 - 11) Staff processed all incoming mail and correspondence.
 - 12) Staff greeted all walk-ins to determine nature of business and type of customer service needed.
 - 13) Staff processed incoming Business Tax Receipt payments.
 - 14) Staff processed department invoices.
 - 15) Staff notified board members regarding the cancellation of the P & Z and BOA hearings.
 - 16) Staff processed, inspected and approved Two (2) Business Tax Receipt applications and licenses.
 - 17) Staff removed Seven (7) illegal signs throughout Town.
 - 18) Staff assisted in coordinating training dates for the Census Operations Department.
 - 19) Staff purged the property file cabinets to make space for additional plan sets.
 - 20) Staff provided a copy of the real estate sign ordinance to a local agent.
 - 21) Staff prepared a master systems inventory list to include passwords for the Department.
 - 22) Staff reviewed Code Hearing minutes from January and completed a February Code Hearing agenda.
- Staff attended the February Code Enforcement Hearing; Staff performed pre / post hearing inspections; Staff prepared and presented Seventeen (17) cases; Staff prepared; processed; transcribed; reviewed; drafted and proofread the Seventeen (17) final orders and minutes. Staff entered the Final orders into the C.S. Program and sent certified mailing for the approved and signed final orders. Staff prepared cases for the upcoming

March code hearings.

- 23)** Staff assisted a resident with questions about a complaint issued for a satellite dish.
- 24)** Staff directed a resident with a parking complaint to the proper department.
- 25)** Staff provided a resident with a duplicate business tax receipt for a home office.
- 26)** Staff assisted a Garden Club representative with copies of documents.
- 27)** Staff assisted a property appraiser with a property file and provided a plot survey.
- 28)** Staff assisted a resident and provided an application and copy of the code ordinance regarding a tree removal.
- 29)** Staff researched and pulled a property file to assist a potential buyer of a motel in Town.
- 30)** Staff processed and set up two (2) file for a Vacation Rental application.
- 31)** Staff provided information and faxed samples of forms regarding the Town's Business License program to the City of North Miami Beach.
- 32)** Staff researched and provided a resident the contact information of an architect for a property.
- 33)** Staff assisted a resident by notarizing forms for them to file.
- 34)** Staff provided copies of the tie down plans for the Development Svcs Trailer to the buyer.
- 35)** Staff responded to requests regarding whether or not a few businesses had a Business Tax Receipt.
- 36)** Staff completed the registration to attend the annual FFMA (Florida Floodplain Management Assoc.)meeting
- 37)** Staff assisted a resident with information on obtaining a Business License.
- 38)** Staff processed a application for a special exemption approval and set up the agenda packet for the Town Commission to approve.
- 39)** Staff processed, inspected and approved One (1) POD permit application.
- 40)** Staff processed, Inspected and approved One (1) Garage sale permit application.
- 41)** Staff attended the MPO meeting in Fort Lauderdale
- 42)** Staff had three conference calls with the IMS programmer to update the CS and BTR computer systems. A rebuild of the system was performed.
- 43)** Staff reviewed special event requirements with Four (4) owners for upcoming events.

- 44) Staff hand delivered Twenty (20) special event reminders to businesses downtown.
- 45) Staff issued verbal warnings for loose fence screening to three construction sites. Two (2) sites complied. One site was issued a Notice of Violation and is being monitored.
- 46) Staff spoke to a realtor regarding a violation for the sewer hook up and faxed the information.
- 47) Staff contacted two (2) property owners regarding Business Tax Receipts and Vacation Rental Permits.
- 48) Staff researched a property file to verify a rear setback.
- 49) Staff updated department spreadsheets for active construction projects, special events and case files.
- 50) Staff met with a property owner and contractor to review violations and compliance.
- 51) Staff patrolled the beach for missing address numbers. One (1) hotel was issued a verbal warning and a reinspection was scheduled.
- 52) Staff issued a verbal warning to a resident for obstructing the site triangle. The hedges were cut and the case complied.
- 53) Staff issued a verbal warning for an illegally placed sign with-out a permit. The sign was removed and the case complied.
- 54) Staff gave a verbal warning to a resident for walking a dog on the beach. The resident removed the dog.
- 55) Staff met with a business owner regarding a violation for suspended trash service and how to comply. Trash service was reinstated and the case complied.
- 56) Staff reinspected the newsracks in Town for maintenance and issued three (3) Notices of Violation. The rusted frames were painted and case complied.
- 57) Staff attended three (3) staff meetings.
- 58) Staff assisted a business owner with information for the State Alcohol Board. Staff worked with the State Alcohol Licensing Department to ensure all outside cafes' have accurate site plans on file.
- 59) Staff obtained and updated contact numbers for Condominiums throughout Town
- 60) Staff prepared a Townwide list of properties with satellite dishes in view.
- 61) Staff contacted Sixteen (16) owners and issued Notices of Violation for past due or expired Business

Tax Licenses

- 62)** Staff red tagged an ocean kayak and issued notices of violation to Two (2) smaller boats for being stored on the beach. Staff met with one owner to discuss the code. Two (2) boats were removed. The kayak is being monitored for removal.
- 63)** Staff performed the final inspection of a ROW permit for approval.
- 64)** Staff met with condominium board members regarding an open violation and how to gain compliance.
- 65)** Staff received the business and residential stop service lists from Choice. Staff began issuing Notices of Violations.
- 66)** Staff investigated an expired permit for Broward County. The owner was advised the permit was never finalized and needed to be closed out.
- 67)** Staff met with a resident to inspect a property for a Business Tax License and reviewed the requirements for a vacation rental permit.
- 68)** Staff delivered a mitigation application and reviewed the procedures with a resident who complied with a sewer connection violation.
- 69)** Staff met with a property manager regarding a sewer connection violation and accruing fines.
- 70)** Staff updated the alcohol service area sketch for another business. One (1) business remains.
- 72)** Staff contacted the remaining Eleven (11) property owners and banks regarding open code cases for sewer connections and the upcoming Certification of Lien hearing.
- 73)** Staff met with a property owner, contractor and County Building Official to review violations and how to gain compliance on two properties. Staff inspected one property with the County Building Official.
- 74)** 2010 Sea Turtle Progress Update:
 - 12/3/2009 Mailed letters advising of the Sea Turtle Workshop in February 2010.
 - 1/6/2010 Hand delivered Fifty-Eight (58) letters advising of the Sea Turtle Workshop.
 - 1/11/2010 Performed first evening lighting inspection.
 - 1/13/2010 Hand delivered Fifty-Eight (58) generic reminder letters for possible lighting violations.
 - 2/8/2010 Performed a second evening inspection & updated the property list with new lighting violations.

2/10/2010 Staff drafted, hand delivered and mailed Sixty-Seven (67) letters addressing lights in violation specific to each property. This includes nine (9) properties that were not beachfront properties.

2/10/2010 Staff attended the sea turtle workshop with Twenty-One (21) attendees.

2/16/2010 Staff met with Two (2) condominium associations for evening inspections regarding lights in violation and how to gain compliance.

2/17/2010 Staff met with Two (2) condominium associations for evening inspections regarding lights in violation and how to gain compliance.

2/18/2010 Staff drafted and hand delivered Fifty-Six (56) informational flyers regarding Interior lighting for Sea Turtle lighting to properties along the beach.

2/24/2010 Staff met with One (1) condominium association for an evening inspection to review lights in violation and how to gain compliance.

75) Staff researched information for an overpass.

76) Staff continues to have staff meetings in an effort to continue communication and education.

77) Staff coordinated with Broward County School Board to provide a presentation to the Commission regarding the second ILA.

78) Staff reviewed the Storm Water Master Plan Draft.

79) Staff met with Minto Developers regarding possible site plan modifications to buildings A & D.

80) Staff met with the Fire Chief and Marshall to discuss the progress of fire inspections.

81) Staff worked with the Attorney's office on code revisions.

82) Staff reviewed a Special Exception approval request for Antennas in the RM-25 zoning district and completed a packet for the Commission Agenda.

83) Staff attended the Code Enforcement Summit in Ft Lauderdale.

84) Staff met the owner of a property to discuss non-conforming use issues.

85) Staff completed one right-of-way final inspection.

86) Staff reviewed and approved a minor site plan modification request.

87) Staff continues to work with the post office on street name changes.

- 88) Staff attended the Evaluation and Appraisal Report Scoping Meeting at Broward County.
- 89) Staff met with Two (2) business owners regarding sign regulations for their property..
- 90) Staff met with Two (2) property owners regarding violations and updated compliance information.

91) Staff investigated complaints for:

A tree company hatracking trees. Complaint was forwarded to Peter Burke in Broward County.

A satellite dish installed with-out a permit. Inspection revealed the dish was of regular 18 inch size and not attached to the building. A Notice of Violation was issued for not having a permit and the complainant was advised.

A toilet not operating properly. A notice of violation was issued. The toilet was repaired and case complied.

Trees obstructing the site triangle. A Notice of Violation was issued. A reinspection has been scheduled.

Construction equipment stored on right of way. A verbal warning was issued to the owner and the vehicles removed.

A resident parking cars on the grass. Inspected residence and no violations were observed. Complaint unfounded.

An illegal conversion of an apartment. Staff met with the tenants for an inspection. The owner was contacted and advised of the violation. A Notice of Violation was mailed.

A peddler selling items from a car on A1A. Staff investigated and spoke to the vehicle owner. No violation was

found.

Work being done to a residence with-out permits. Complaint was unfounded. Permits had been obtained.

Political signs on the ROW obstructing the view of traffic. Complaint was unfounded. Signs did not obstruct the view or flow of traffic. A second complaint was made and upon inspection the signs had been removed.

A residence with dead flora, a new a/c unit with-out a permit and renting with-out a Business Tax Receipt. The tenant was advised of the dead flora and given a verbal warning. The dead flora was removed. The other complaints were unfounded.

Kiteboarding lessons being given on the beach. Kiteboarders were not teaching and were advised of the code. No violation was found.

Trash left on the swale. Owner missed bulk pickup and was given a verbal warning. Trash was removed.

People sleeping on the beach. Complaint forwarded to BSO and complainant advised to call BSO for future complaints.

Birds on the power lines. Advised complainant there was no violation.

A fence erected with-out a permit. Owner advised to stop work and issued a verbal warning to obtain a permit. Upon reinspection a permit had not been obtained and a Notice of Violation was issued.

Political signs obstructing the sidewalk and posing a hazard. Staff inspected the sign placement and did not find a violation or pedestrian hazard.

Four barking dogs at a residence. The owner was issued verbal warnings for barking and having 4 dogs. Upon reinspection only 3 dogs remained.

Renting with-out a vacation rental permit. Staff inspected the property and verified the complaint. A Notice of Violation was issued.

Kiteboarding lessons being given on the beach. Staff investigated & no violation was found due to solicitation not occurring. They were advised of the code restrictions and a verbal warning was given.

An illegal conversion of a garage with-out permits. Staff inspected the property and issued the owner a verbal warning. A reinspection has been scheduled.

Financial records of a Special Event. Staff issued a violation to submit requested information.

An illegally parked trailer and Jetski. Staff issued a verbal warning to the owner. The trailer and jetski were removed.

Code Enforcement Liens to be recorded:

None